

**RESOLUTION DESIGNATING THE MUNICIPAL CLERK TO OPEN MUNICIPAL MAIL  
DELIVERED TO THE CITY'S MAILING ADDRESS**

**WHEREAS**, the City of Diamondhead finds it necessary to ensure mail, regardless of who it is addressed to, is opened and processed in a timely manner; and

**WHEREAS**, the City of Diamondhead finds it necessary to appoint a designee to open municipal mail delivered to the City's mailing address.

**NOW, THEREFORE, IT IS HEREBY ORDERED BY THE MAYOR AND CITY  
COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI:**

To appoint the Municipal Clerk as the designee to open municipal mail delivered to the City's mailing address. The City Manager will act as the designee in the absence of the Municipal Clerk.

The above and foregoing resolution, after having been first reduced to writing, was introduced by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ and the question being put to a roll call vote, the result was as follows:

	Aye	Nay	Absent
Councilmember Knobloch	_____	_____	_____
Councilmember Lopez	_____	_____	_____
Councilmember Woolbright	_____	_____	_____
Councilmember Sislow	_____	_____	_____
Councilmember Rech	_____	_____	_____
Mayor Schafer	_____	_____	_____

The motion having received the affirmative vote of a majority of all of the members of the Governing Body, the Mayor declared the motion carried and the resolution adopted, this the \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
KRISTIN VENTURA, CITY CLERK

\_\_\_\_\_  
THOMAS E. SCHAFFER, IV, MAYOR

(SEAL)